Housekeeper
80 hours per pay

Sisters, Servants of the Immaculate Heart of Mary (IHM Sisters) is a congregation of religious women headquartered in Monroe, Mich.

RESPONSIBILITIES:
- Perform day-to-day housekeeping duties
- Clean/polish furnishings, fixtures, ledges, room heating and cooling units in all areas
- Clean floors: to include sweeping, dusting, damp/wet mopping, stripping, scrubbing, refinishing, waxing and buffing
- Clean Carpets: to include vacuuming, shampooing and deodorizing
- Discard waste/trash into proper containers and reline trash receptacle with plastic liner
- Assist with recycling materials
- Assure that assigned areas are clean and that equipment, tools and supplies are properly stored at all times
- Report all hazardous conditions or equipment to supervisor
- Keep supervisor informed of supply needs
- Follow established safety policies and procedures as outlined in OSHA standards
- Follow procedures required to meet state and federal agency regulations
- Attend all mandatory training sessions
- Maintain confidentiality
- Drive as needed
- Get along well and work effectively with co-workers and others in performing job tasks
- Perform other duties of this position or related positions as may become necessary or as directed

QUALIFICATIONS:
- Ability to learn, understand and support the IHM mission and values
- Willingness to learn new skills
- Ability to work well with others
- Ability to work as a team member
- Flexibility
- Concern for the welfare of older adults
- Ability to maintain confidentiality
- Valid driver license and good driving record
• Ability to lift, push, pull, bend, stoop and move equipment, supplies, etc., throughout the day as necessary
• Ability to speak, read and understand the English language
• Possess sight/hearing senses or use prosthetics that will enable these senses to function adequately so the requirements of this position can be fully met
• Ability to maintain good relationships with others, regardless of personal preferences

If you are interested in applying for this position, please submit a completed SSIHM application to the Human Resources Office: humanresources@ihmsisters.org. Review of application materials to begin immediately.